



Personal Expense Voucher

Member personal information is private and confidential and only used for the express purpose of administering the business of the Union.			
5261 Lane Street, Burnaby BC V5H 4A6 – Tel: 604-437-8601 • Fax: 604-435-7760 Please submit completed form to: expenses@usw1944.ca • Website: www.usw1944.ca			
Committee/Event:			
Date(s):			
Departure Date:		Return Date:	
Travel: (Please attach receipts)			Accounting Use Only
Hotel:	days @ \$	\$	
Taxi:		\$	
Airfare:		\$	
Bus/Ferry:		\$	
Mileage: (Driver per round trip)	kms @ \$0.59	\$	
Per Diem:			
Overnight (substantiated by hotel receipt) :	days @ \$67.00	\$	
Day of Return:	1 day @ \$39.50	\$	
In town: (You may only claim actual meal expenses made necessary by Union business, for which you have attached receipts, up to \$39.50 per day.)		\$	
Miscellaneous: (Description) Please attach receipts			
		\$	
		\$	
		\$	
		\$	
		\$	
BALANCE DUE:		\$	
Payable to:			Date:
Phone #:			Unit:
Address:	Street:		
	City:	Province:	Postal Code:
Signature:		Approval:	